

# Instructions on State Reporting of Student Enrollment

Last updated on April 18<sup>th</sup>, 2006

## ***General Time Table for Reporting***

Reporting	As-of-Date	Deadline Date (for 2005-06 as an Example)			
		Submission	Error Resolution	Signoff	Lockdown
October Enrollment	Oct 1 <sup>st</sup>	Oct 14 <sup>th</sup>	Oct 21 <sup>st</sup>	Oct 28 <sup>th</sup>	Nov 11 <sup>th</sup>
October Dropout	Oct 1 <sup>st</sup>	Oct 14 <sup>th</sup>	Oct 21 <sup>st</sup>	Oct 28 <sup>th</sup>	Nov 11 <sup>th</sup>
December Enrollment	Dec 1 <sup>st</sup>	Dec 16 <sup>th</sup>	Dec 23 <sup>rd</sup>	Dec 30 <sup>th</sup>	Jan 13 <sup>th</sup>
March Enrollment	Mar 13 <sup>th</sup>	Mar 20 <sup>th</sup>	Mar 27 <sup>th</sup>	Apr 3 <sup>rd</sup>	Apr 14 <sup>th</sup>
EOY Consolidated	Jun 15 <sup>th</sup>	Jul 28 <sup>th</sup>	Aug 7 <sup>th</sup>	Aug 18 <sup>th</sup>	Aug 30 <sup>th</sup>

Please note the deadline dates may vary slightly year-to-year, extract and more up-to-date reporting instructions are posted online at <https://www.eride.ri.gov/submitData.asp>.

## ***Instructions on how to report non-resident students enrolled in regular public schools (for receiving district/LEA)***

1. This includes all students who are enrolled in a regular public school of another district/LEA; this procedure does not apply to students enrolled in outplacement programs (see instructions below);
2. Impacted LEAs include: all Charter schools, North Kingstown (servicing Jamestown), Portsmouth, Middletown, Newport (servicing Little Compton) and all regional districts.
3. Because the receiving district/LEA is responsible for reporting, no separate reporting is needed from sending district;
4. The DISTCODE will be the reporting district code;
5. The SCHCODE will be the school of attendance;
6. The DISTCODE\_RES will be the sending/resident district community code (see Attached);
7. The SCHCODE\_OUT will be blank because it is not applicable;

## ***Instructions on how to report students who are home-bound/home instructed/hospitalized***

1. This includes all students who receive home instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) AND the district is financially responsible for the instruction and/or services;
2. The DISTCODE will be the reporting district code;
3. The SCHCODE will be '##190' where '##' is the reporting district code;
4. The DISTCODE\_RES will be the resident district community code (see Attached);
5. The SCHCODE\_OUT will be '##999';

### ***Instructions on how to report students who are home-schooled***

1. Districts report the aggregate # of home-schooled students in a separate reporting (ES-501). Some districts may choose to test home-schooled students when requested by families, if so, include these students in their State enrollment reporting for the purposes of SASID assignment and generating test labels;
2. The DISTCODE will be the reporting district code;
3. The SCHCODE will be '##190' where '##' is the reporting district code;
4. The DISTCODE\_RES will be the resident district community code (see Attached);
5. The SCHCODE\_OUT will be '##997';

### ***Instructions on how to report students who are placed out-of-State (for sending district)***

1. This includes all students who receive instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) from out-of-State AND the district is financially responsible for the instruction and/or services;
2. Sending district is responsible for the reporting; no separate reporting from receiving education institution;
3. The DISTCODE will be the reporting district code;
4. The SCHCODE will be '##190' where '##' is the reporting district code;
5. The DISTCODE\_RES will be the resident district community code (see Attached);
6. The SCHCODE\_OUT will be '##998';

### ***Instructions on how to report students enrolled in outplacement programs (for sending district)***

1. This includes all students who receive instruction in core academic subjects (ELA and MATH) and/or program services (e.g., IEP) in a non-regular-public school facility (e.g., private and independent schools, career and technical centers) AND the district is financially responsible for the instruction and/or services;
2. Sending district is responsible for the reporting; no separate reporting from receiving education institution;
3. Exclude the home-schooled, home-bound/hospitalized students and students sent to State Operated Schools or Statewide Charter schools;
4. The DISTCODE will be the reporting district code;
5. The SCHCODE will be '##190' where '##' is the reporting district code;
6. The DISTCODE\_RES will be the resident district community code (see Attached);
7. The SCHCODE\_OUT will be the school code where a student currently receives instruction and/or services;
8. For out-of-State placement, see instructions above.

***Instructions on reporting students enrolled in Career and Technical Centers (CTC):***

1. This includes all students who are enrolled in one of the following career and technical centers:
  - 06123 – Career & Technical Center at Coventry HS
  - 07132 – Cranston Area Career & Technical Center
  - 10130 – E. Providence Area & Career Technical Center
  - 21117 – New Port Area Career & Technical Center
  - 28152 – Hanley Career & Technical Center
  - 35149 – Warwick Area Career & Technical Center
  - 39127 – Woonsocket Area Career & Technical Center
  - 98102 – Chariho Area Career & Technical Center
2. These CTC-bound students should be reported in the high school they are enrolled in for core instruction (ela/math); often times, the CTC is housed in a high school in another district (e.g., some Burrillville resident students may be tuitioned out to Woonsocket Area CTC housed inside the Woonsocket High School).
3. The DISTCODE will be the reporting district code (in the current example will be 39 - Woonsocket);
4. The SCHCODE will be the high school they are attending for core instruction (e.g., 39123 for Woonsocket HS);
5. The DISTCODE\_RES will be the sending/resident district code (see Attached);
6. The SCHCODE\_OUT will be blank because it is not applicable;
7. The CTECHCTR will be the CTC code they are attending for CT Services (e.g., 39127 for Woonsocket Area CTC).

## Summary Chart on Reporting Students Who Are Placed Out-of-District

Placement type	Tuition Source, (enrollment type)	Subject to State Testing Accountability	Reporting district	Schcode	Schcode_out
Students who are enrolled in outplacement programs or independent schools for special education and services	Resident district (public)	Resident district	Resident district	##190	Independent school codes
Students who are homebound or hospitalized	Resident district (public)	Resident district	Resident district	##190	##999
Students who are enrolled out-of-State programs for special education and services	Resident district (public)	Not currently tested	Resident district	##190	##998
Students who are home schooled	Non-public	Selective district	Resident district	##190	##997
Students who are enrolled in non-public schools but receive SPED or Pre-K services only	Non-public, federal	Not currently tested	Servicing district	##190	##990
Students who are enrolled in State Operated Schools, programs	State (public)	State Schools, programs	State Schools, programs	State school, code	NA
Students who are enrolled in Statewide Charter Schools	Resident district, State (public)	Charter Schools	Charter Schools	Charter school code	NA
Students who are enrolled in District-wide Charter Schools	Resident district (public)	Resident district, schools	Resident district	Charter school code	NA
Students who are enrolled in regular public schools in another district (Jamestown, Little Compton)	Resident district (public)	Servicing district, schools	Servicing district	Regular school code	NA
Students who are enrolled in Career and Technical Centers	Resident district (public)	Servicing districts	Servicing district	Regular home schools	CTC Code

## is the two-digit State-assigned district code. All publicly enrolled students are subject to State testing and school and district accountability. Their total membership also determines State Aid for their resident district. It is therefore critical that they are included in all quarterly enrollment reporting.

### ***Some Hypothetical enrollment situations:***

1. Mike lives in Little Compton (18), he is tuitioned out and attends Rogers in Newport (21) for ELA and Math.
  - For Little Compton does not need to report Mike because he is tuitioned-out for enrollment in a regular public school in another district;
  - For Newport, Mike is a non-resident student, he will be coded as: distCode=21, his schCode=21111, his schCode\_out will be blank, his distCode\_res=18;
2. Susan is a IEP student, lives in Providence (28), but attends the School for the Deaf (50 with a school code of 28702). Providence does not pay for her education.
  - For Providence, Susan lives in district, but because the district is not financially responsible for her education, she will not be included in the enrollment report;
  - For School for the Deaf, Susan will be reported as: distCode=50; schcode=28702; schCode\_out will be blank; distCode\_res=28; her IEP status will be 'Y'.
3. Mary is also a IEP student, lives and receives ELA and Math education in East Providence (10, schcode is 10111), but is also tuitioned out to an independent site in Providence with a school code of 28376 for IEP services;
  - For East Providence, Mary will be coded as: distCode=10, schcode=10111, schCode\_out will be 28376, distCode\_res=10; her IEP status will be 'Y';
  - For Providence, because Providence is not paying for the IEP services, Providence does not report Mary in the enrollment.
4. Joe lives in Middletown (19), receives ELA and Math education in Middletown High (19111), and attends Newport Career and Tech Center for Voc Ed (21117).
  - For Middletown, Joe will be reported as: distCode=19; schcode=19111; schCode\_out will be blank; distCode\_res=19; ctechCtr=21117.
5. John lives in South Kingstown (32), but goes to Kingston Hill Academy (52, schCode=32601).
  - For Kingston Hill, John will be reported as: distCode=52; schCode=32601; distCode\_res=32; schCode\_out will be blank;
  - John will not be reported in SK's enrollment, but will be credited back to SK for State Aid purposes.

## ***Instructions on how to prepare and submit the student records***

1. To successfully upload and submit the data, we ask you to prepare the individual student records with Microsoft Excel version 5.0 or later on a Windows-based desktop PC;
2. In naming the Excel document and spreadsheet, do not leave any spaces in the file name, do not use special characters like those above number keys on your keyboard; always name the sheet as 'sheet1';
3. The first row of your Excel spreadsheet document should always contain the field names that match the field names in the record layout, including the ordering of the fields;
4. Always verify the total number of records submitted against what you have in your Excel documents; Until you see a date/time under submit/date, your submission is not complete;
5. Deleting the uploaded files will also delete the records you submitted or signed off, you only want to delete the uploaded files that are incorrect or outdated or no longer needed;
6. The number of records you are trying to submit also affects if your submission will be successful; split the records into multiple files and perform multiple uploads/submissions if necessary;
7. To avoid manual column formatting of large number of records, follow the these simple steps:
  - a. save the Excel document into a tab-delimited text file, click OK, Yes
  - b. close file,
  - c. file/open the newly created text file, import wizard comes up,
  - d. set 'start import at row=2', click on next,
  - e. click on next again,
  - f. set all fields into TEXT, click on finish,
  - g. insert or copy the field names from the sample Excel document into the first row, name the sheet to 'sheet1',
  - h. file/save the new document as an Excel document with a different file name. Acceptable file names are: 'June\_State\_Reporting04.xls', 'JuneStateReporting04.xls', while 'June State Reporting 04.xls' is NOT acceptable! Do not zip the Excel file.
8. If your data submission does not go through, check for formatting errors, delete the uploaded file, fix the errors and try again;
9. We find that formatting the field columns within Excel does not garrantee the correct formatting, we therefore suggest IF you have formatting problems, follow the simple steps under #7;
10. All DATE fields should be in this format: 10/1/03 or 10/01/2003; Field # corresponds to Column # in Excel.

### ***Additional Instructions for smaller LEAs:***

For smaller LEAs with fewer than 500 students (e.g., Charter schools, State operated schools), we suggest you start with the Excel document(s) you used for data submissions in the past (e.g., the Spring Rosters). RIDE can also provide you with a pre-populated Excel document with the information you submitted in the past, simply send us an email ([eRIDE@ride.ri.gov](mailto:eRIDE@ride.ri.gov)) with your LEA/School name, the dates of first and last day of school and total school days for 04-05.

Typically, with a pre-populated Excel data file, you will need to do the following:

1. properly 'initiate' every enrollment with the correct enroll\_date; keep in mind a student could enroll at any time during the year, another may have multiple enrollment records. properly 'exit' every enrollment with the right exit\_date and exit\_type. provide the membership and attendance data for each enrollment;
2. correct/update the student demographics, particularly the program participation fields (e.g., IEP, LEP, Lunch, Title1, CTE, etc).

For larger LEAs, we continue to ask you to extract the needed enrollment and demographic records from local Student Information Systems.

### ***LEA and School Codes for State Operated Schools and Charter Schools***

LEA Code	School Code	School Name
58	39601	Beacon Charter School
54	26602	Blackstone Academy Charter School
55	23601	Compass Charter School
48	28601	CVS Highlander Charter School
53	26601	International Charter School
52	32601	Kingston Hill Academy
51	28602	Paul Cuffee Charter School
59	04601	Learning Community
40	17701	Davies
50	28702	School for the Deaf
60	28703	MET Career & Technical Center

## ***Resident District Community Codes***

Regional district codes will no longer be accepted in data submissions.

<b>Code</b>	<b>Value Name</b>
01	Barrington
02	Bristol
03	Burrillville
04	Central Falls
05	Charlestown
06	Coventry
07	Cranston
08	Cumberland
09	East Greenwich
10	East Providence
11	Exeter
12	Foster
13	Glocester
14	Hopkinton
15	Jamestown
16	Johnston
17	Lincoln
18	Little Compton
19	Middletown
20	Narragansett
21	Newport
22	New Shoreham
23	North Kingstown
24	North Providence
25	North Smithfield
26	Pawtucket
27	Portsmouth
28	Providence
29	Richmond
30	Scituate
31	Smithfield
32	South Kingstown
33	Tiverton
34	Warren
35	Warwick
36	Westerly
38	West Warwick
39	Woonsocket